

Timber Lakes Water Special Service District

450 W 910 S Suite 100

Heber City, UT 84032

435-654-0125

Meeting in person and via Zoom due to Covid-19

July 16, 2024

Board Meeting Minutes

Vice **Chairperson:** John Blickenstaff called for the meeting to come to order at 5:00 pm with the following attendees.

Board Attendees: Neil Anderton, Michael Wheelwright, John Blickenstaff, Steve Farrell, Mike Durr, excused, Roger LeFevre, Steve Turley

Other Attendees: Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager, McCay Murdock, Legal Counsel, Kathy McGregor, TLPOA liaison, Steve Rowley, Keddington and Christiansen, Wyatt Andersen, Bowen Collins

New Business: The board members welcomed Steve Turley to serve on the Timber Lakes Water SSD board.

Prayer/Remark: John Blickenstaff offered a thought.

Concerns/Issues from TLPOA: Kathy McGregor, Timber Lakes POA liaison, suggested the water crew display public notification on vehicles and equipment to identify the water crew. Jody Defa will order magnet signs.

Steve Farrell suggested a monthly meeting with a TLPOA board member, Ken Horne, the mountain manager, Jody Defa and a water board member to discuss any issues.

Approval of June 2024 Minutes: A motion was made by Neil Anderton to approve the June 18, 2024 meeting minutes as written. It was seconded by Roger LeFevre and passed unanimously. Steve Farrell and Steve Turley abstained, stating they were not present in the June meeting.

Approval of July 2024 Warrants: After review and discussion, a motion was made by Steve Farrell to approve the warrant list 15171-15193, including ACH payments for July and the credit card payment of \$414.73 for June. The motion was seconded by Michael Wheelwright and passed unanimously.

Ratify June/July Payroll: John Blickenstaff made a motion to ratify the payrolls previously approved by two board members for pay periods ending 6/22/2024 and 7/9/2024. It was seconded by Neil Anderton and passed unanimously.

Presentation of 2023 TLSSD Audit Report: Steve Rowley from Keddington and Christiansen presented the 2023 audit findings and financials. Ben Probst, Jody, and Michelle provided all

the information requested. The District had two State compliance findings. The first being that one board member did not receive the annual training on the requirements of open and public meetings act. It is recommended that any Board Members who miss the District-provided training obtain the training through other sources. The second being that one board member did not obtain the required Special and Local Service District Board Member training within one year of election or re-election. It is recommended Board Members obtain the necessary training, whether at UASD conferences, or from the State Auditor's Website.

Managers' Report: Jody Defa stated bids for the Water System Capital Project were opened Wednesday, July 3rd. Wyatt Andersen of Bowen Collins presented a slide show summarizing the bids the District received and options for approval. After much discussion, John Blickenstaff made a motion to select Option 1, award the project to Lance Excavating, and authorize Jody Defa to explore value engineering options to reduce the final cost. Option 1 includes the following:

- Keep SRF loan (0% interest) at \$2.2 million
- Award Bid Schedule A (eight flow meter vaults, 10-inch water pipeline, 12-inch water pipeline, valve replacement, fire hydrant, and reconnect chlorination pipes)
- Bid totaled \$2.46 million, which leaves the District responsible for \$261,000 to come out of other funds. The bid includes construction, engineering, bidding, construction management, and contingency

The motion was seconded by Steve Farrell and passed unanimously.

Other Business: John Blickenstaff inquired about the insurance policy and coverage on the shared building with the Timber Lakes road crew. Jody will provide the District's insurance agent and request our agent contact the TLPOA insurance agent to discuss the separate policies and make sure there is no double coverage.

McKay Murdock will email Jody a digital copy of the water rights binder that Dan Mathews recently completed.

Executive Session: John Blickenstaff stated there was no reason to enter executive session. At 6:54pm Steve Farrell made a motion to adjourn. It was seconded by Roger LeFevre and passed unanimously.

Neil Anderton: Aye

John Blickenstaff: Aye

Michael Wheelwright: Aye

Roger Lefever: Aye

Steve Turley: Aye

Steve Farrell: Aye

